Change of Command In (out) Brief

CPT John Doe and CPT Sally Smith

HHC, XXth ENG BN

Change of Command Inventory Report

- Out brief only
- Show me the letter at Appendix B

Company Organization Chart

- Wiring diagram showing down to PSG level. List names, ranks, and times in position. Also list upcoming moves (e.g., PCS, ETC, or change of position), if known
- In brief and out-brief. For out-brief, simply say “no changes” or “here’s what has changed.”

Inventory Schedule

- Calendar, by day with details. Should mirror what is on training schedules, or in company's Change of Command Inventories OPORD.
- In brief and out brief. Out-brief version reflects ACTUAL calendar of events as conducted during the inventory.

Status of Hand Receipts and Shortage Annexes

- Where are the most significant (time consuming) problem areas? Plan to correct things?
- In brief and out-brief. For out-brief, need to talk about corrective action remaining and timeline for it to be done.

OERs and NCOERs

- Who, when due, rater, sr rater, end date, current status of OER or NCOER
- In brief and out-brief. Show status as of the date of this briefing.
- Example:

Name	OER/NCOER	Type Report	end-date	rater	sr-rater	reviewer	status
SFC Johnson	NCOER	Chng of Rtr	28 FEB	LT Wong	CPT Jones	LTC James	Rater working it
LT Wong	OER	Annual	15 FEB	CPT Jones		LTC James	n/a LTC James has it

Equipment Status

- Status of your major end items of equipment as reported by your ULLS box in the motor pool. OK to bring me a printout from ULLS.
- Out-brief only

Unit/Equipment Services

- Services currently over-due or “out of tolerance”. Talk to BN XO about this one.
- Services due during next 3 months.
- In-brief and out-brief. For out-brief, just highlight changes from last briefing.

Status of ORILs

- List ORILs for equipment belonging to your company that are in one of two categories as of the date of this briefing:
  - Items Over 30 days old
  - Items Between 10 and 30 days old
- In brief and out brief

Weapons Qualifications

- Use QTB slide
- Out-brief only

APFT Status

- Use QTB slide
- Out brief only

CTT Status

- Task, status
- Out brief only

Pending UCMJ and Negative Admin Actions

- Status of below items for soldiers in your company. Includes soldiers for which charges have already been read, those actions you still need to accomplish, and those soldiers who have been sentenced (e.g., what is remaining to be served on their sentences)
  - Summarized Art 15s
  - Co-grade Art 15s
  - Fld grade Art 15s
- Courts-Martials
  - Pending (e.g., all for which charges have been preferred, awaiting court dates, etc.)
  - Completed (e.g., soldier in confinement, soldier awaiting out-processing, serving sentence locally, etc.)
- Soldiers who have had certain privileges pulled … e.g., pass privileges, civilian clothing privileges, driving privileges, etc.
- In brief and out-brief. For out-brief, give changes since last briefing

Pending Personnel Issues

- Awards
- FSTEs
- Promotions
- Etc.
- Out-brief only

Status of FRG

- Name of FRG leader. Name of new FRG Leader, if changing.
- If FRG Leader changing, how was “right-seat ride and hand over” conducted?
- Money in your company’s FRG account? Was it audited, by whom?
- Date of last and next meeting
- Out brief only

Actions Remaining

- What is left to be done? Examples …
  - R/S initiated
  - Posting of excess to the property book
  - Turn-in of excess
  - Ordering of replacements for broken items
  - Verification of personnel not on hand for PAI.
  - Which sub-hand receipts still require signatures
  - Etc.
- Out brief only

Issues for Discussion / Guidance

- Always the last slide in the entire briefing
- In brief: List each issue you want to discuss with me so I can give you appropriate guidance
- Out-brief: AAR stuff … “If we had to do this again, we would have …”